

Tenant Fee Structure (including VAT at 20%)

BEFORE TENANCY

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| Administration fee (per property) | For documentation, Tenancy Agreement and protecting the deposit. Includes references provided at end of Tenancy and final inspection at end of Tenancy. | £200 |
| Referencing fee (per applicant) | For referencing including employer reference, Landlord reference, credit check, immigration check. | £90 |
| Referencing fee (per Authorised Occupant) | For referencing including credit check, immigration check, Landlord reference. | £75 |
| Guarantor fee (per guarantor) | For referencing including employer reference, credit check, immigration check. | £90 |
| To change Tenancy commencement date (after date finalised) | For changing all paperwork associated with the move-in. | £180 |

DURING TENANCY

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| Change of rent date | To obtain Landlord consent, amend computer record, issue pro-rotta invoice for rent, issue new standing order. | £30 |
| Late payment of rent | This will be applied whenever the rent is not paid in full on time. | £20 |
| Debt collection instruction | To instruct a debt collecting agency where rent is overdue. | £25 plus cost of debit collection agency fee |
| Change to terms of Tenancy Agreement (eg pets) | To obtain Landlord consent. To draw up relevant documentation. To protect additional bond in Tenancy Deposit Scheme. | £90 |

DURING TENANCY continued...

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| Introduction of an Authorised Occupant | To obtain Landlord consent. For referencing including credit check, immigration check, Landlord reference. To draw up relevant documentation. | £90 |
| Change of Tenant | To obtain Landlord consent. To obtain necessary references and draw up new Tenancy Agreement. | £420 |
| Early release from Tenancy | To obtain Landlord consent. To re-let the property. | £420 |
| Re-arranging property visit | Due to no show or unable to gain access. | £60 |
| Extra property visit | Due to property not being in a satisfactory condition. | £60 |
| Re-arrange contractor visit | Due to no show or unable to gain access. | £15 plus cost of contractors call out |
| Fixed term renewal fee | Chargeable whenever a new fixed term Tenancy is issued. | £100 |

AT END OF TENANCY

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| Re-visiting property due to Tenant not being ready at previously agreed time | To re-visit the property to carry out the final inspection. | £40 |
| Arranging work on Tenant's behalf | Arranging work to bring the property back to a satisfactory condition, allowing for fair wear and tear (minimum charge £30). | 15% of works value |
| Misplaced items at check-out | Time required to find items when not in the same room as listed in inventory. | £30 |
| Purchasing and delivering replacement items | Charged on a time basis of £30 per hour (minimum charge £30). | £30 |
| Re-inspection fee | To re-check the property following work carried out after the final inspection: Properties within the ring road Property just outside the ring road, eg Haxby, Dunnington All other properties. | £50 £60 £70 |
| Refunding overpaid rent | To re-pay monies where a standing order has not been cancelled after the Tenancy has ended. | £25 |

Any unpaid fees at the end of the Tenancy will be deducted from the bond.